



# **PHARMACY DATA MANAGEMENT**

## **USER MANUAL**

Version 1.0  
September 1997

(Revised June 2006)



# Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages document, or replace it with the updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

| Date  | Revised Pages   | Patch Number | Description  |
|-------|---|--------------|--|
| 06/06 | 24g   | PSS*1*92     | Added Service Code field to <i>Drug Enter/Edit</i> option.<br>(R. Hardy, PM; M. Rentachintala, Tech. Writer)   |
| 04/06 | i-iii,<br>19-19d, 20, 24,<br>24b, 24e-f, 29           | PSS*1*90     | HIPAA NCPDP Global Project.<br>In Drug Enter/Edit section:<br>- Added description of a new code ("E") added to the DEA, SPECIAL HDLG field, as well as a list of DEA, SPECIAL HDLG field effects on ePharmacy Billing.<br>- Added description of the new Dispense As Written DAW CODE field and how it is used in ePharmacy Billing. Updated existing Drug Enter/Edit screen capture examples to include the DAW CODE prompt.<br>- Added new screen capture example: Drug Enter/Edit Dispense As Written (DAW) Code Editing.<br>(S. Spense, PM; M. Newman, Tech. Writer) |
| 03/05 | i – vi, 3, 20 -<br>24f, 29, 53, 58a<br>- 58h, 149-152 | PSS*1*87     | Laser Labels II project. Added <i>Warning Builder</i> option and section. Added <i>Warning Mapping</i> option and section. Added Warning Label and Gender-Specific Warnings prompts to the <i>Drug Enter/Edit</i> option. Added Warning Label Source prompt to the <i>Pharmacy System Parameters Edit</i> option. Updated the Table of Contents and Index to reflect the new options. Cleaned up footers, misspelled words, etc. on many pages.<br>(H. Whitley, PM; L. Woodson, Tech. Writer)  |
| 01/05 | 55  | PSS*1*59     | - Added text about odd schedules and note regarding schedule name of OTHER to Standard Schedule Edit, section 1.15.<br>(S. Templeton, PM, R. Singer, PM, M. Newman, Tech. Writer)  |
| 10/04 | i,<br>iii,<br>3,<br>58a-b,<br>153                     | PSS*1*82     | - Added <i>Send Entire Drug File to External Interface</i> option to menu list.<br>- Added new section for <i>Send Entire Drug File to External Interface</i> option.<br>- Updated the Table of Contents and the Index to reflect the new option.  |

| Date  | Revised Pages  | Patch Number | Description   |
|-------|--|--------------|---|
| 07/03 | i-iii<br>3,<br>19-24d<br>29-30<br>58   | PSS*1*61     | <ul style="list-style-type: none"> <li>- Described functionality change for deriving the DEA, SPECIAL HDLG code.</li> <li>- Added description of changes to Drug Enter/Edit option and included the related screen capture, resulting in pages 19-24 being renumbered to pages 19-24d.</li> <li>- Added new <i>Controlled Substances/PKI Reports</i> menu and related reports to the PDM options list, and updated the Table of Contents to reflect this addition.</li> <li>- Noted additional code (F=NON REFILLABLE) for DEA, SPECIAL HDLG field.</li> <li>- Updated screen captures for <i>Lookup into Dispense Drug File</i> option to include CS FEDERAL SCHEDULE field in drug details.</li> </ul>  |
| 04/03 | i<br>10-12a,19-<br>23a,36<br><br>23b-24,30<br><br>150  | PSS*1*68     | <ul style="list-style-type: none"> <li>-Updated the Revision History Page.</li> <li>-Added Non-VA Med messages to the examples in the Enter/Edit Dosages, Drug Enter/Edit, and Edit Orderable Items sections.</li> <li>-Added Non-VA Med examples to the Drug Enter/Edit and Lookup into Dispense Drug File sections.</li> <li>-Updated the index to cover Non-VA Meds.</li> </ul>  |
| 03/03 | i-ii<br>iii<br><br>iv<br>1<br><br>3<br><br>9-12b<br><br>19-23b<br><br>31<br><br>33-38<br><br>55<br><br>57-58<br><br><br><br>97-152 | PSS*1*47     | <ul style="list-style-type: none"> <li>-Updated the Revision History Pages.</li> <li>-Added <i>Other Language Translation Setup</i> option to the table of contents.</li> <li>-Added appendices on Spanish terms to the TOC.</li> <li>-Added information about PDM now allowing users to enter SIG components in another language.</li> <li>-Added <i>Other Language Translation Setup</i> to the list of options.</li> <li>-Updated Dosage Form File Enter/ Edit section to show the new <i>Other Language</i> options.</li> <li>-Updated Enter/Edit Dosages section to show new Other Language Dosage Name field.</li> <li>-Updated Drug Enter/Edit section to show new Other Language Dosage Name field.</li> <li>-Updated Medication Instruction File Add/Edit section to show Other Language Expansion field.</li> <li>-Updated Medication Route File Enter/Edit section to show new Other Language Expansion field.</li> <li>-Updated Orderable Item Management and Dispense Drug/Orderable Item Maintenance sections to show new Other Language Instructions field.</li> <li>-Updated Standard Schedule Edit section to show Other Language Expansion field.</li> <li>-Added the stand-alone <i>Other Language Translation Setup</i> option.</li> <li>-Updated the index.</li> <li>- Added appendices with Spanish equivalents for common terms, moved appendices after the Glossary, and renumbered pages from Glossary through the Index.</li> </ul> |

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|-------|--|--------------|--|
| 10/02 | i, (ii)<br>iii, (iv)<br>3, (4)<br>51-52<br>52a-52b<br>53, (54)<br>55, (56)<br>57, (58)<br><br>104a-104b<br>109-112 | PSS*1*55     | <ul style="list-style-type: none"> <li>- Updated this Revision History Page.</li> <li>- Changed Table of Contents to include new menu option.</li> <li>- Added new <i>Drug Text File Report</i> option to menu item list.</li> <li>- Updated Drug Text Enter/Edit section to show the new <i>Drug Text File Report</i> option.</li> <li>- Added new section for new menu option <i>Drug Text File Report</i>. Adding this section changed the section numbering for remaining sections in Chapter 1.</li> <li>- Added Appendix B.</li> <li>- Updated the Index.</li> </ul> |
| 09/01 | All  | PSS*1*38     | Added this Revision History Page. Added Patch Release changes and Pharmacy Ordering Enhancements (POE) enhancements edits. Updated manual to comply with current documentation standards.  |
| 09/97 |  |              | Original Release of User Manual  |

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With Patch PSS\*1\*92, the *Drug Enter/Edit* option is modified to allow the user to enter a Service Code in the DRUG file (#50).

*Note:* Service Codes are assigned by the Charge Description Master Change Control Board. No entry should be made without coordination of the Change Control Board to assign the code.

If a drug is matched to an entry in the VA PRODUCT file of the NDF package, a Service Code need not be entered in the DRUG file. If a Service Code is defined for drugs of this type in the DRUG file and is matched in the VA PRODUCT file, the value defined in the VA PRODUCT file takes precedence.

The PSSCOMMON input template portion of the *Drug Enter/Edit* [PSS DRUG ENTER/EDIT] option is modified to allow entry of the new SERVICE CODE field.

The following is an incomplete example showing only the display when the drug is matched to NDF so there is no prompt for a Service Code.

**Example 7: Drug Enter/Edit    Drug matched to NDF, no prompt for Service Code**

```
NDC:
INACTIVE DATE:
<-----> Note: here between inactive date and warning label is where the Service Code prompt
would have been displayed if the drug had not been matched to NDF.

WARNING LABEL SOURCE is not 'NEW'.
WARNING LABEL will be used until the WARNING LABEL SOURCE is set to 'NEW'.
```

The following is an incomplete example showing only the display when the drug is not matched to NDF so a Service Code is entered.

**Example 8: Drug Enter/Edit    Drug not matched to NDF, entering a Service Code**

```
NDC:
INACTIVE DATE:

If you are planning to match to a NDF entry later or have no plan of using
the external billing function, you may skip the Service Code entry.
SERVICE CODE: ?
    This is required for external billing purposes only. Answer must be
    between 600001-699999.
SERVICE CODE: ??
    The Charge Description Master (CDM) Change Control board assigns value
    for this field. The value should be a number between 600001-699999.

SERVICE CODE: 699991
```

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